Officer Skills Capture

3 March 2005

Tier 2

Why Are We Here?

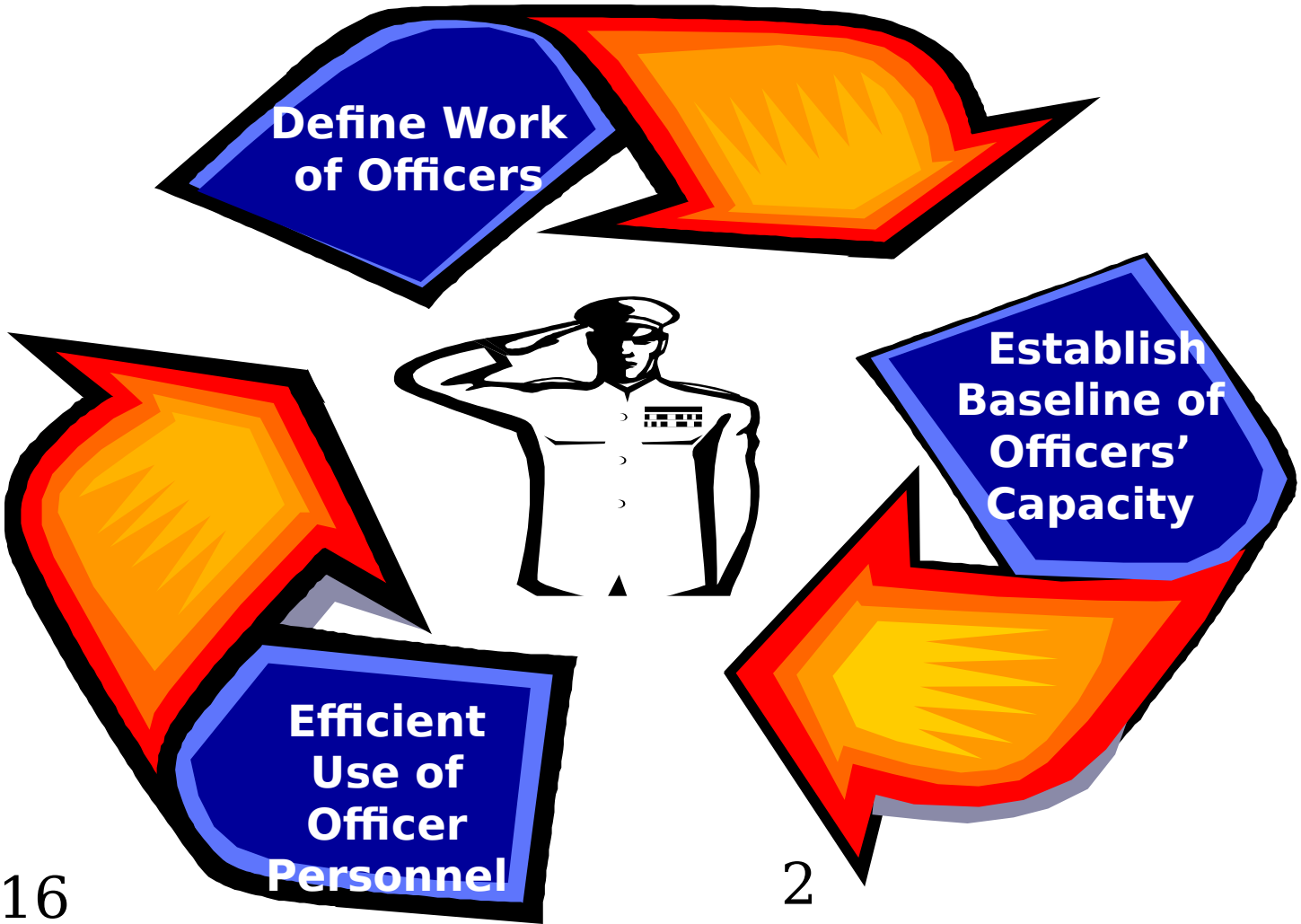
"Officer Skills Capture Project"

- **Provide Information**
  - **Officer Skills Capture**
- **Ask for your**
  - **Participation, as required**
  - **Endorsement up and down the chain**
  - **Support of subordinate participation**

Officer Skills Capture

"Officer Skills Capture Project"

Align Officer Communities with DON Human Capital Strategy



What Are the Benefits?

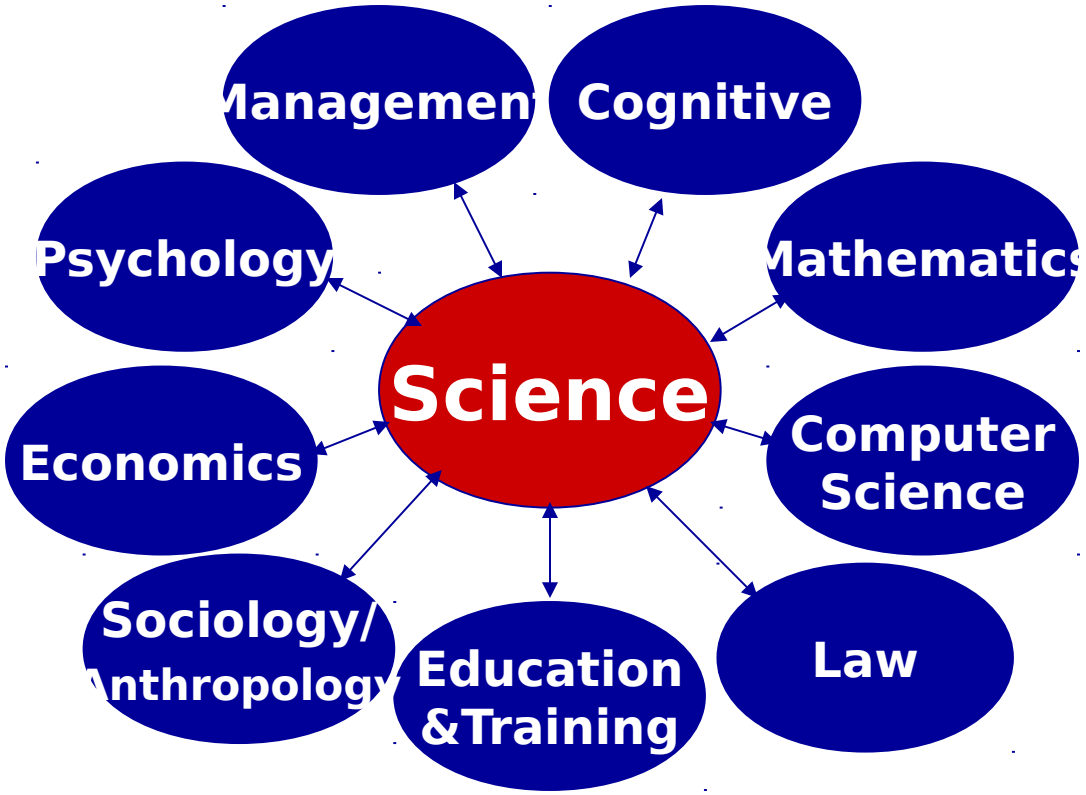
"Officer Skills Capture Project"

...Skill Portability...

- **Define the Work of Officers**
  - **Ability to analyze and redistribute work**
- **Establish Baseline of Officers' Capacity**
  - **Knowledge, Skills, Abilities, and Other Traits (KSAO)**
- **Efficient Use of Officer Personnel**
- **Align Officers Communities with DON Human Capital Strategy (HCS)**

Skills Capture Science

"Officer Skills Capture Project"



Skills Capture uses a process called Job Analysis (JA)

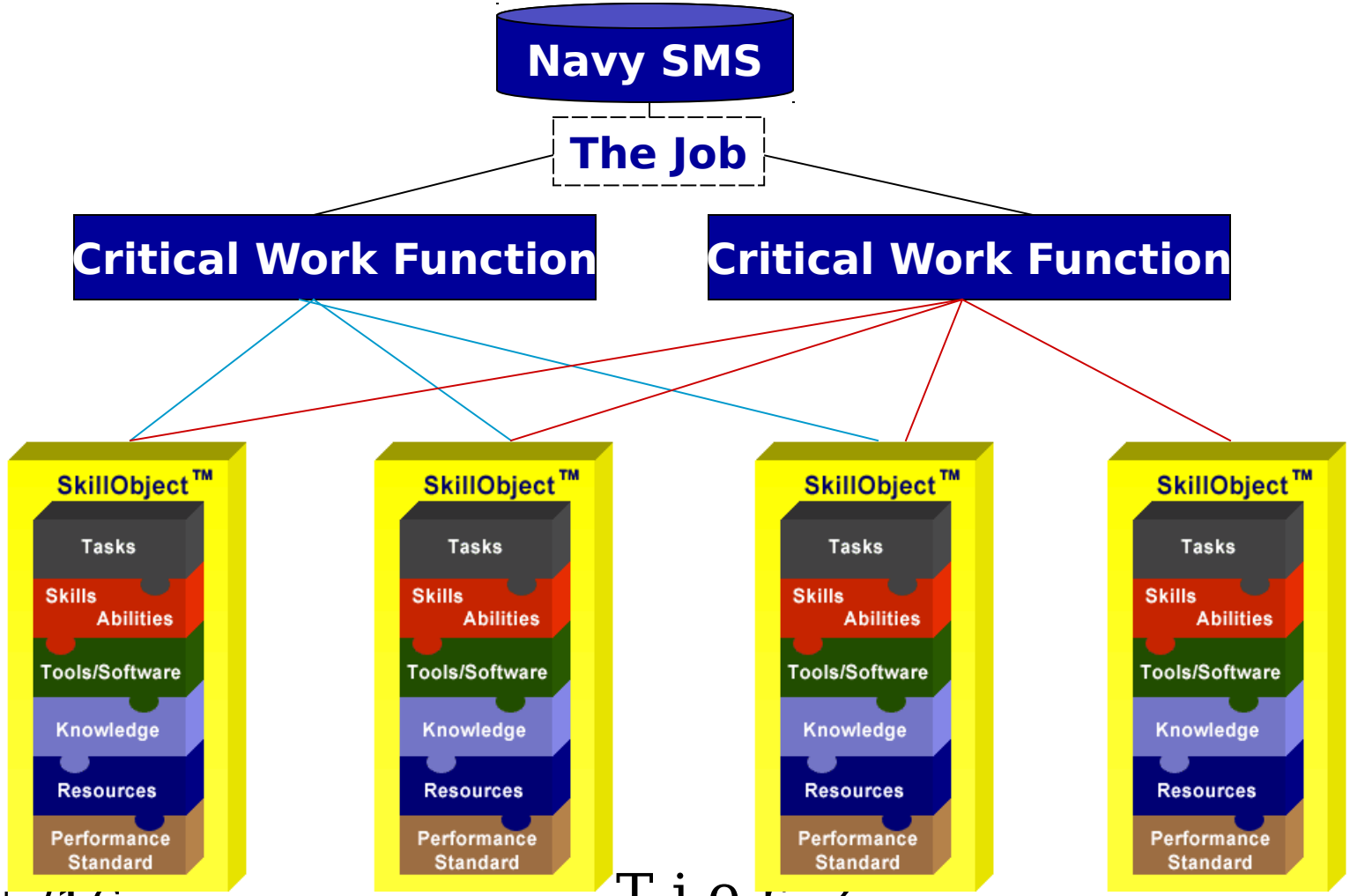
JA identifies/determines (in detail):

- **particular duties and requirements**
- **relative importance of these duties for a given job**

SkillObject Utility

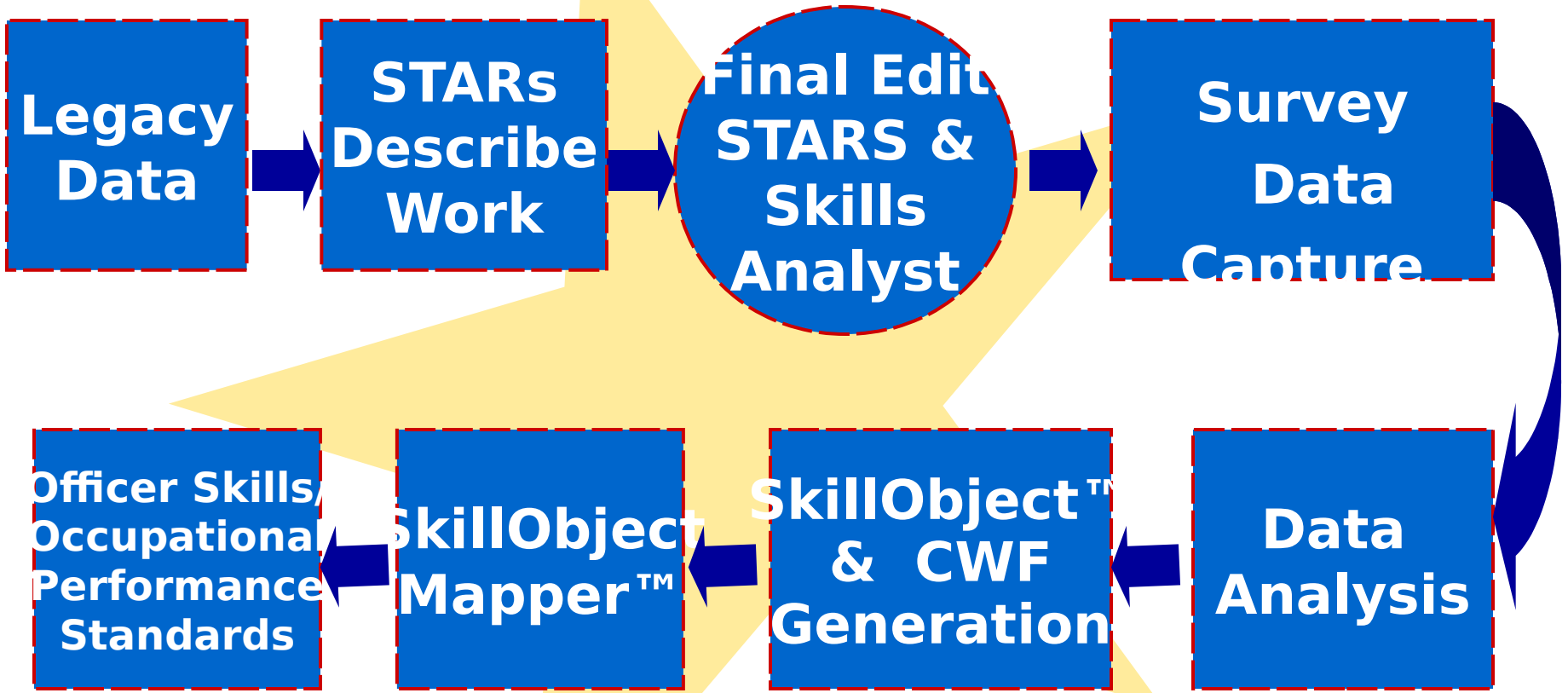
"Officer Skills Capture Project"

An Example



Skills Capture Technical Process

"Officer Skills Capture Project"



What Does Participation Mean?

"Officer Skills Capture Project"

- Tell us what work they do
- Respond to job analysis survey
- Assist in construction of SkillObjects™ (Occupational Skills)
- Complete self-assessment using SkillObject Mapper™

Where Are We?

"Officer Skills Capture Project"

- **Selected 115 NOBCs as initial entry into skills capture**
  - **521 NOBCs remain unfunded**
- **Developed legacy tasks using Industry Standards**
- **Initiated job analysis mid-February 2005**

What We Need From You

"Officer Skills Capture Project"

- **Personal participation, as required**
- **Endorsement up and down the chain**
- **Support of subordinate participation**

Back-up Slides

Tier 2

Navy Officer Billet Classification Codes

"Officer Skills Capture Project"

- **Identify Officer billet requirements and occupational experience**
- **Provide a general description of duties performed in a billet**

There are Ten NOBC Fields:

Health Care Services	0000-0999
Supply and Fiscal	1000-1999
Sciences and Services	2000-2999
Personnel	3000-3999
Facilities Engineering	4000-4999
Electronics Engineering	5000-5999
Weapons Engineering	6000-6999
Naval Engineering	7000-7999
Aviation	8000-8999
Naval Operations	9000-9999

NOBC Groups

"Officer Skills Capture Project"

- **Each NOBC field is further subdivided into NOBC groups. The number of groups contained in a field roughly correlates to the number of active NOBCs in the field.**
- **The Sciences and Services Field has 8 groups , while the Electronics Engineering Field has only 2 groups.**
- **Irrespective of how many groups are contained in a field, no group contains more than 100 NOBCs.**

Why Not Use a Designator?

"Officer Skills Capture Project"

- **A designator does not provide information on the work being performed by the holder.**
- **In the NAVMAC example, there are several "designators" doing one job - Manpower Planning Officer**
- **Unrestricted Line Officers especially are not doing jobs traditionally reserved for their designators. Many pilots and SWOs are working outside their designators as administrators, recruiters, and manpower analysts.**

Why Use NOBCs?

"Officer Skills Capture Project"

- **Using NOBCs and TFMMS, every Officer can be identified by name (with few exceptions)**
- **NOBCs provide an objective work performance statement as a start in identifying tasks performed by incumbents**
- **NOBCs are standardized and are independent of the designator or rank of the incumbent**